

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification &amp; Wage Division

DATE: 31 March 1954

FROM : Acting Chief, Administrative Support Division,  
Medical Office

SUBJECT: Reclassification of Position No. S-68

1. It is requested that Position No. S-68, Clerk, Grade GS-5, be surveyed to determine if it warrants reclassification and up grading.

25X1

2. The incumbent of this position, Miss [ ] is located in Room 1303 "J" building.

3. Attached is a Job Description prepared by the incumbent. For any further information please contact Mr. [ ] at extension 3181.

25X1

25X1

Attachment - 1

MO/RCK:rg (31 March 1954)

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